

SOP: Non-hazardous Waste Disposal Methods

This SOP provides detailed guidelines for **non-hazardous waste disposal methods**, including the identification, segregation, collection, transportation, and final disposal of non-hazardous waste. The objective is to ensure environmentally responsible waste management practices that comply with local regulations, minimize environmental impact, and promote sustainability through proper handling and disposal techniques.

1. Purpose

To outline the procedures for the safe and environmentally sound disposal of non-hazardous waste, ensuring compliance with applicable regulations while promoting sustainability.

2. Scope

This SOP applies to all employees, contractors, and staff involved in the generation, handling, and disposal of non-hazardous waste within the facility.

3. Responsibilities

- **All Employees:** Segregate and dispose of waste following this SOP.
- **Facility Manager:** Oversee implementation and compliance; arrange waste collection services.
- **Housekeeping Staff:** Collect and transport waste to designated areas.

4. Definitions

Term	Definition
Non-hazardous Waste	Waste that does not pose a direct threat to human health or the environment, and is not classified as hazardous according to local/national regulations.
Segregation	The process of separating waste by type to facilitate proper disposal or recycling.

5. Procedure

5.1 Identification

- Identify and classify waste generated as non-hazardous by referring to local legislation and organizational waste inventories.

5.2 Segregation

- Separate non-hazardous waste into appropriate categories (e.g., recyclables, compostables, general waste).
- Use clearly labeled containers and color codes for different waste types.
- Do not mix recyclable materials with other waste.

5.3 Collection

- Routine collection of segregated waste according to the facility's waste management schedule.
- Ensure all containers are sealed or covered to prevent spillage or contamination.

5.4 Transportation

- Transport waste from collection points to the central waste storage area using designated equipment (e.g., carts, bins).
- Minimize handling to reduce risk of spillage.
- Ensure transport routes are clean and free of obstructions.

5.5 Final Disposal

- Arrange for licensed waste collection contractors to remove waste from site for appropriate disposal (e.g., landfill, recycling center, composting facility).

- Maintain documentation (e.g., manifests, collection records) for all waste removed from site.

6. Environmental & Safety Considerations

- Promote recycling and composting whenever possible to reduce waste sent to landfill.
- Ensure containers are regularly cleaned and inspected for damage.
- Train all staff on proper waste segregation and disposal procedures.

7. Compliance

- Follow all federal, state, and local regulations regarding waste management.
- Conduct periodic audits to ensure compliance and identify areas for improvement.

8. Records & Documentation

- Document waste quantities, categories, and disposal methods in a centralized log.
- Retain records for a minimum of three years or as required by local regulations.

9. Revision History

Revision	Date	Description of Change
1.0	2024-06-15	Initial release